

# GREEN MARK FOR OFFICE INTERIOR APPLICATION FORM

---

This application form is to be submitted, together with the Project information sheet duly completed and all required documents listed in the checklist to:

The Deputy Director  
Green Mark Department  
Building and Construction Authority  
5 Maxwell Road  
#17-00 Tower Block, MND Complex  
Singapore 069110

We, \_\_\_\_\_ (name of firm-  
would like to engage the Building and Construction Authority to assess the project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ (Project Name)

*Note: BCA will inform the applicant on the assessment fees payable upon receiving the application form.*

\_\_\_\_\_  
Name & Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Designation of Applicant

\_\_\_\_\_  
Company's Stamp

Address of Applicant (Invoicing address):

For Official Use Only:

Registration No.

\_\_\_\_\_

# GREEN MARK FOR OFFICE INTERIOR APPLICATION FORM

---

## PROJECT INFORMATION

### PROJECT DETAILS

Description of Project:			
Project Name: (Short)		New / Existing Office (pls delete one)	
Office Tenants:			
A Subsidiary of A Major Organisation, if applicable			
Renovation consultant/ contractor:			
Facility manager company:			
M&E Consultant			
Managing agent / Maintenance Contractor:			
Other specialist consultant / contractor			
Project Address & District Code:			
Expected Construction Start Date and Expected Completion Date:		Number of storeys	
Office areas		Gross Floor Area (sq m) Gross Floor Area (sq ft)	
Preferred date of Assessment:			

Names of Contact Person for Assessment#	DID / Handphone no.	Email Address

*# please furnish at least two (2) names*

### CHECKLIST OF DOCUMENTS TO BE ENCLOSED WITH APPLICATION

---

1.  Office Brochure (if available e.g. brochure on office operation, layout, etc)
2.  Submit the energy and water consumption information – the consumption for the latest 3 months